



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Director of Transportation

**Prepared Date:** 01/20/2022

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### **JOB GOAL:**

The Director of Transportation is responsible for direct oversight of special needs transportation services and the contract with third party provider of student transportation services to ensure the most safe and efficient operation of the District's transportation system. Other essential duties and responsibilities are listed below. Additional duties may be assigned.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Exempt**

### **QUALIFICATIONS:**

1. Minimum Academic Requirement – Bachelor's degree in Business Administration, Management or in related management and industry fields. Specialty in Transportation Management and/or Master's degree desired.
2. Minimum Experience Level Requirement – 5 years in transportation fleet management and direct supervisory experience of hourly skilled and semi-skilled employees.
3. Knowledge in vehicle maintenance scheduling and fleet routing procedures.
4. Evidence of ability to deal effectively with the public and respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
5. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively present information to top management, public groups, and/or board of directors.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
7. Computer Skills – Working knowledge of MS Office tools (Word, Excel, Outlook), as well as standard financial management and transportation routing software.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**



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The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Develops and administers a transportation program to meet all of the daily instructional program and extra-curricular activities.
2. Recruits, trains, and supervises all Little Rock School District Transportation Department personnel and makes recommendations on their employment, promotion, and retention.
3. Manages, administers, and monitors the contract with the outside transportation contractor.
4. Establishes and administers all transportation policies and applicable procedures.
5. Maintains regular communications with the transportation contractor relative to the quality of transportation service.
6. Develops plans for emergency situations.
7. Monitors the maintenance of District-owned equipment (buses are maintained by outside contractor), safeguarding against improper use of Transportation Department equipment, and implements measures to provide security for facilities and equipment.
8. Prepares and administers the Transportation Departments budget, including monitoring expenditures, developing recommendations for cost savings, and authorizing purchases in accordance with budgeting limitations and District policies.
9. Assures compliance with all state laws and regulations for school transportation and maintains safety standards in accordance with state, federal, and insurance regulations.
10. Takes an active role in solving discipline problems that occur on school buses.
11. Develops recommendations for future equipment and personnel need.
12. Complete reports required by insurance carrier.
13. Completes and forwards to central administration all reports required by state and federal authorities.
14. Advises the Superintendent on road hazards for a decision on school closing or emergency routes during inclement weather.
15. Arranges contractual agreement with private agencies for transportation of students who are provided educational services.
16. Attends appropriate committee, staff, and Board of Education meetings.
17. Is responsive to parent concerns regarding transportation operations and meets with parents and school administrators to resolve transportation issues.
18. Advises central administration on issues related to the operation of the Transportation Department.



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19. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.